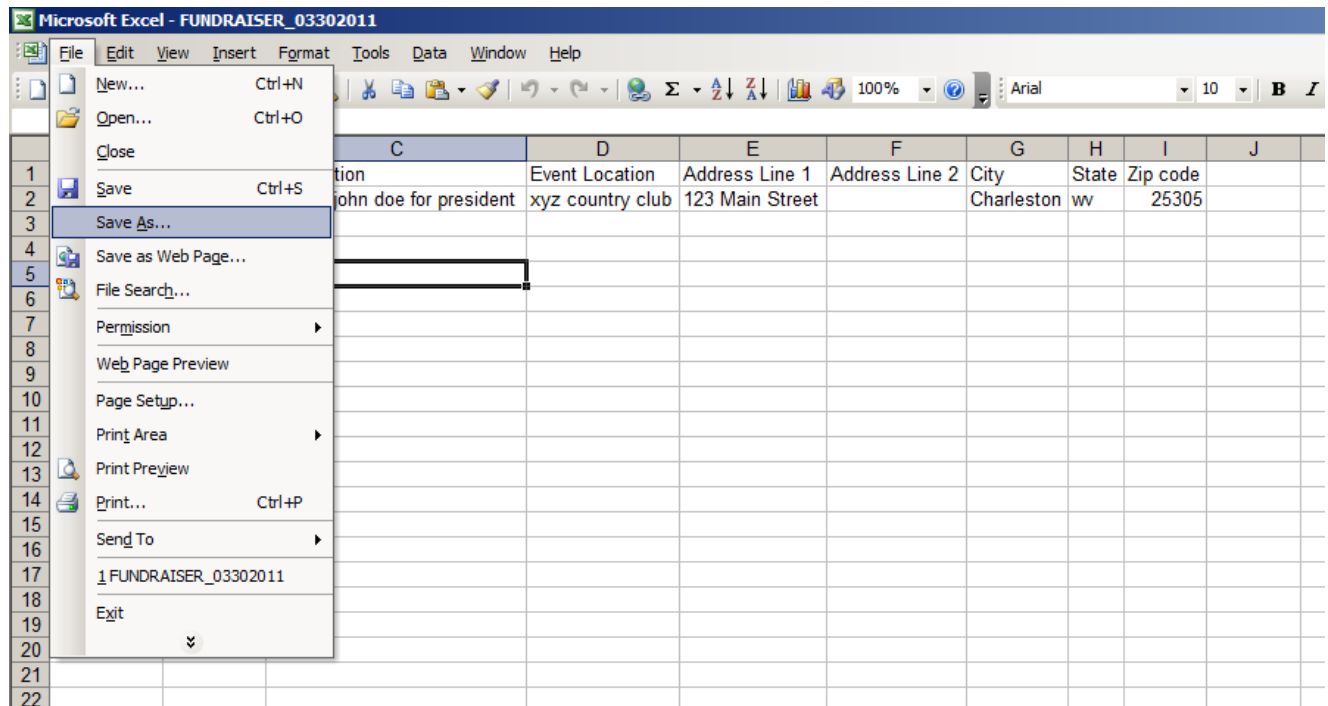


Exporting CFRS Bulk upload data from Microsoft Excel 2003

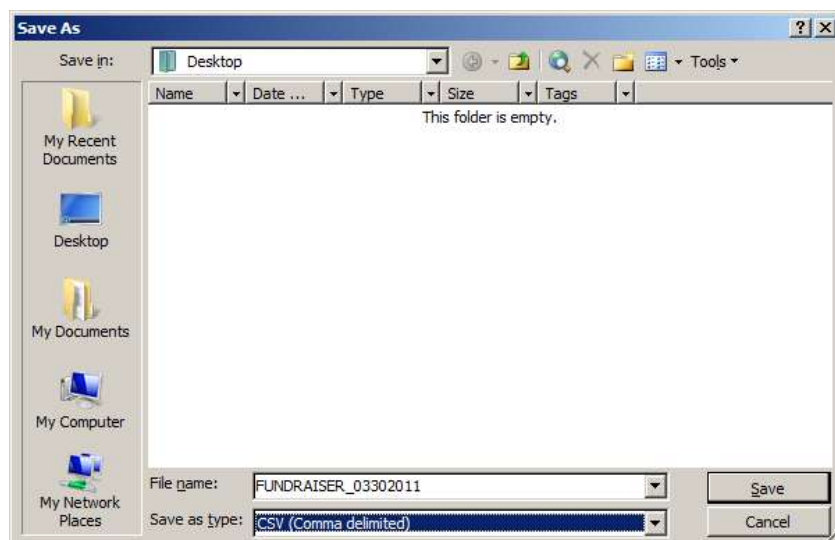
This document will provide instructions for exporting data from Microsoft Excel 2003 to text file (txt) for bulk upload into CFRS. This process applies to all file types: Fundraisers, Contributions and Expenditures.

With workbook open, in the upper left corner select **File, Save As...**



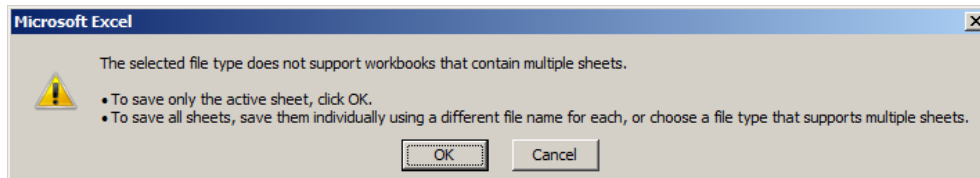
In the save dialog box, select the save location of your choice. Select **CSV(Comma delimited)** from the Save as type drop down. Provide file name in accordance with the CFRS instructional documents found here:

<http://www.sos.wv.gov/elections/Pages/CFRSdatahowto.aspx>

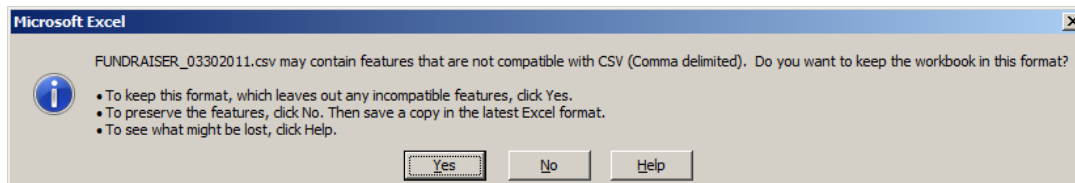


Click Save to save the file to the selected location

If an error message appears, select **OK**.

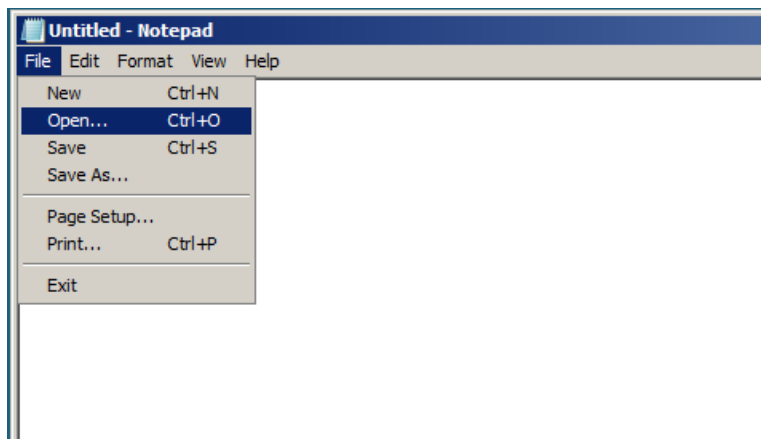


Select yes to keep the workbook in the CSV format

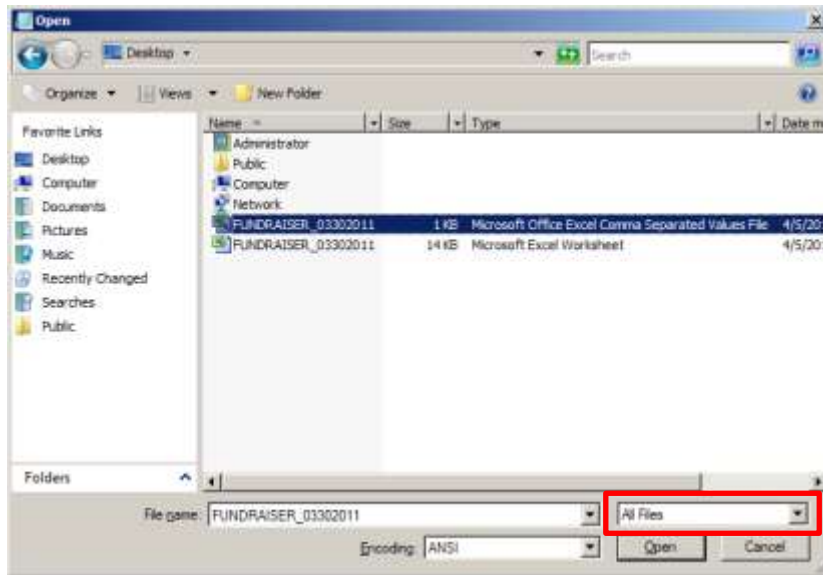


Close Microsoft Excel 2003, and open Notepad.

Select **File** then **Open...** from the top toolbar

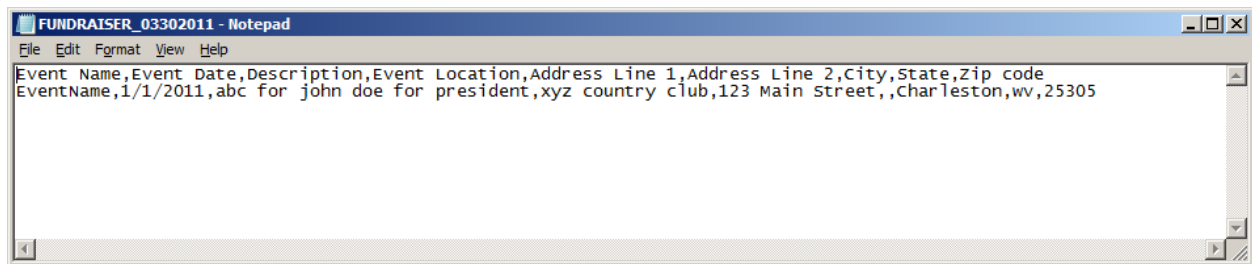


In the Open file dialog screen change file type to **All Files** and select the location where the CSV exported from excel, then click **Open**

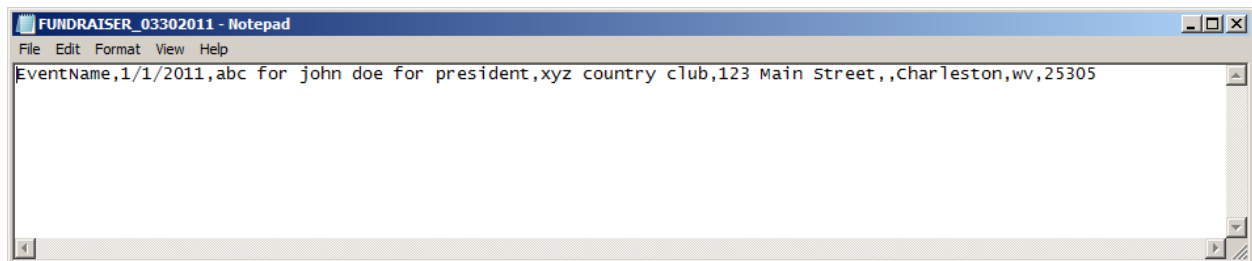


With CSV open, remove the first row that contains header information. **this step is only necessary if your excel file contained headers*

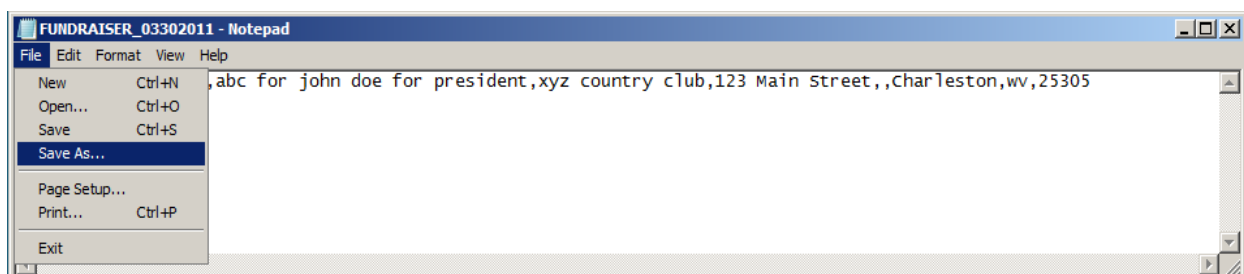
With header information



Without header information

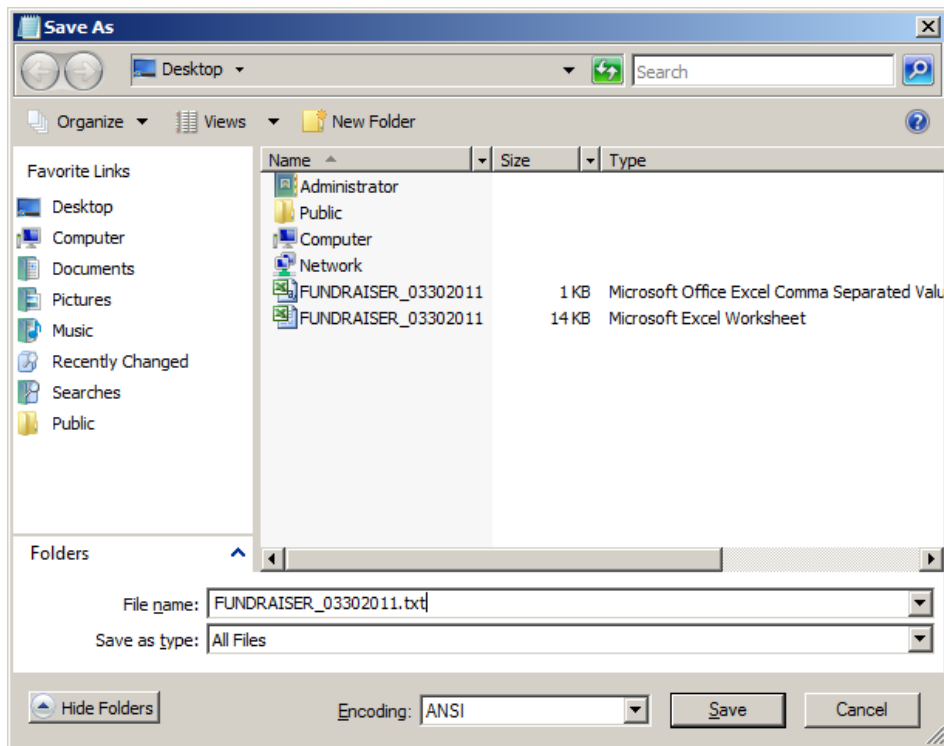


Once headers are removed, select **File** then **Save As...** from the top toolbar



In the save file dialog box, Select **All Files** from the Save as type drop down box. Ensure that the filename conforms to the requirements specified in the instructional documents found here:

<http://www.sos.wv.gov/elections/Pages/CFRSdatahowto.aspx> *make sure that the file name ends in .txt



Click **Save** to save the file to the location of your choice for upload.